

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 6

ACQUISITION AND TRADE-IN OF GSA-LEASED VEHICLES

1. PURPOSE

This chapter describes MRP requirements and procedures for purchasing motor vehicles through GSA.

2. POLICY

- a. MRP will procure and assign vehicles based on the type needed to meet the Agency's mission. The basic vehicle types and equipment options are listed in the GSA Federal Standards.
- b. Fleet Managers will annually review vehicle use. If vehicles are inefficiently assigned, managers will reassign vehicles to ensure efficient usage. Reassignment determinations should be made through the following organizational levels:
 - (1) Local worksite - reassignment may be made within the program location.
 - (2) Area office - reassignments may be made within the program area.
 - (3) Regional office or equivalent - reassignments may be made within program region/sector.

3. FEDERAL STANDARDS

Types of vehicles and equipment options are covered in the Federal Standards published by GSA. GSA Standards list and describe types of vehicle and equipment options required to conduct general types of work performed by Federal employees. Manufacturers may provide a vehicle that meets or exceeds the requirements covered in the Standards.

4. PURCHASING VEHICLES

- a. Managers purchasing new vehicles or replacing currently owned vehicles, must use the GSA Standards in determining the types of vehicles and equipment options to be ordered.
- b. Requisitioning offices can contact the regional GSA office to obtain a current copy of the GSA Federal Standards.

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

- c. Prepare a Form AD-700, Procurement Request, for each separate vehicle destination and vehicle type. All AD-700s must be approved by the Administrative Officer or equivalent and should include the following:
 - (1) Vehicle type and non-standard options;
 - (2) Federal Standard Number;
 - (3) Fedstrip address code;
 - (4) Quantity;
 - (5) Contact person and telephone number;
 - (6) Accounting codes and amount to be obligated; and,
 - (7) Trade-in vehicle number (must be a “like” trade in, i.e., sedan for sedan, truck for truck, etc.).
- d. MRP-BS-ASD, Personal Property Section, requires a justification for 4x4's, V8's, and any options not included in the GSA Standards. The justification statement will include:
 - (1) The type of function to be performed;
 - (2) The type of vehicle needed; and,
 - (3) The equipment options that are necessary.
- e. Programs may request optional safety features on new vehicles if available through the GSA standards. The additional costs are the program's responsibility. Safety features include:
 - (1) Driver and passenger air bags.
 - (2) Head rests.
 - (3) Adjustable driver seat backs.
 - (4) Rear window wipers.
 - (5) Intermittent wipers.
 - (6) Adjustable steering wheels.

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

- (7) Anti-lock brakes.
- (8) Cargo dividers for station wagons.
- (9) Dual side mirrors.

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